

BIRCH BAY VILLAGE COMMUNITY CLUB, INC.

ADMINISTRATIVE RESOLUTION NO. 5-05-16-19

PURPOSE: To set expectations with regards to bid solicitation and large projects

WHEREAS, the Board wants to ensure that enough information and due diligence is conducted before approving contracts and/or projects,

WHEREAS, Section 4.4 (e) of the Bylaws states, “the Club may, through its Board of Directors, make contracts and incur liabilities.”

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors requires the following procurement procedures for contracts:

1. All contracts are solicited with a written scope of what is to be proposed.
2. For projects \$5000 or more the following apply:
 - a. \$5000-\$9999 – at least 3 solicitations attempted, but no requirement for more than one proposal returned
 - b. \$10000 - \$20000 – at least 3 solicitations attempted, with at least 2 comparable proposals to review
 - c. Over \$20000 – at least 3 comparable proposals to review
 - d. In unique circumstances, the Board may waive these requirements if work is specialized, needs to be performed expeditiously, or vendors are unwilling/able to submit proposals.
3. Any major repair/project proposed (\$5000 or more in labor and materials) to be undertaken by inhouse staff shall have at least one third party contract proposal.

The Secretary of the Club is directed to place a copy of this Resolution in the Club’s Book of Resolutions, as required by Section 6.6 of the Bylaws of the Club.

DATE OF ADOPTION

ATTEST

May 16, 2019

SECRETARY